



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, PERSONNEL  
UNIT 29351  
APO AE 09014

AEAGA-CE (672-20)

CPD Letter 672-20-00-09

15 SEP 2000

Interim Policy - Quality Step Increases

1. PURPOSE: To provide interim policy guidance for processing Quality Step Increases (QSIs). This interim policy is forwarded for implementation, effective 15 September 2000. The interim policy sets aside related guidance contained in the referenced memorandum and will remain in effect until rescinded or made permanent.

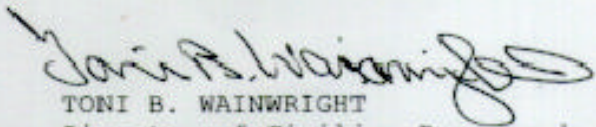
2. Reference memorandum, HQ USAREUR/7A, AEAGA-CM, 23 Dec 91, subject: Incentive Award Policy Clarification - Effective Date for QSIs.

3. GUIDANCE:

a. A PERSACTION nominating an employee for a QSI should be originated and submitted to the next level in the organizational review chain by the nominating official within 30 days of senior rater approval of the TAPES performance appraisal which serves as the basis for the QSI. A copy of this TAPES performance appraisal is to be on file at the CPOC.

b. The USAREUR Civilian Personnel Operations Center (CPOC) will process QSI nominations that contain necessary approval signatures, fund cites, and which meet other criteria necessary for processing, e.g. 52 weeks since the last QSI. The effective date for a QSI processed by the CPOC will be the first day of the first pay period following receipt of the PERSACTION in the CPOC. QSIs will not be processed retroactively.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL:

  
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